

# NESDIS FOREIGN TRAVEL PROCEDURES PROCESSING/ROUTING

## NESDIS FOREIGN-TRAVEL PACKAGES IMPORTANT REMINDERS:

Following these instructions will help speed your packages through the NESDIS Deputy AA's office:

Everyone who processes foreign-travel packages needs to forward the packages with plenty of lead time. The requirement for foreign-travel packages is 6 to 8 weeks ahead of the scheduled trip. The reason for the 6- to 8- week lead time is to allow for plenty of time for the package to be routed through the Deputy AA's office and forwarded on to the NOAA Travel Office.

Authorizations requiring visa requests must be sent downtown to the various offices, and sometimes these offices are only open 1 or 2 days out of the week. Be forewarned that packages we receive with only a week or two of processing time may not be approved due to insufficient lead time. Also if a VISA is required, and there is not enough lead time provided, the traveler might be assessed a fee by the embassy out of their own pocket, with no reimbursement.

Please place the needed items in a **blue** folder as follows:

On the right-hand side of the folder (**NOT STAPLED**) place **ONLY** the travel authorization.

On the left-hand side of the folder place all the other information (**NOT STAPLED**) with the justification on the top of the stack and any other papers needing signature behind the justification.

### C. ROUTING SLIP

Following the name of the last person whose clearance is needed in your local office, please put these names in this order on the routing slip. (If lack of room, you can clip an extra routing slip on top of your local office's.):

E/MO – Travel Liaison POC (Marian Katz)

Ex1 - Chuck Wooldridge

Ex1 – NESDIS, DAA (Charles S. Baker)

E/MO – Travel Liaison POC (Marian Katz)

NOAA FOREIGN TRAVEL OFFICE

**Your name and routing code, address (building/room), and telephone number at bottom of routing slip.**

## Routing:

1. When received by the NESDIS Travel Liaison, your package is entered into our Excel spreadsheet.
2. It then goes to the Chief of Staff, Chuck Wooldridge for review and clearance. Chuck signs on behalf of the NESDIS DAA.
3. If it is approved, two copies are made of the authorization. One copy is stapled to a copy of the Country Clearance Request Form and given to the POC for country clearances in International and Interagency Affairs. The other copy is filed with the blue coversheet and filed in the Management Operations department.
4. The authorization is faxed to the NESDIS Foreign Travel Contact, at the NOAA Travel Office in Germantown, along with the Defense Brief, which must be updated annually by the employee. The NESDOS POC Travel Liaison keeps a copy of the Defense brief as should the originating office. The whole package is then sent back to the preparer.

# COUNTRY CLEARANCE FORM

## COUNTRY CLEARANCE FORM:

By Federal law, All U.S. Government employees and contractors traveling overseas on official U.S. Government business must notify the U.S. Department of State and U.S. Embassy of traveler's presence within a foreign country.

1. Please use updated Country Clearance Form which can be found on the IIA website, <http://www.nesdisia.noaa.gov> or emailed to you. The Country Clearance Form needs to be filled out **COMPLETELY**. **International and Interagency Affairs (IIA) requires that you send the form via e-mail to [nesdis.clearances@noaa.gov](mailto:nesdis.clearances@noaa.gov)**. The U.S. State Department requires County Clearance Forms **no later than 3-4 weeks** prior to travel date; therefore IIA requires Forms **No Later Than 3 weeks** prior to departure date.

2. **ALL ACRONYMS AND ABBREVIATIONS MUST BE SPELLED OUT.** The U.S. State Department will not accept acronyms or abbreviations. IIA will not process the clearance if this occurs. To avoid a delay in processing of the clearance please fill out the form completely.

**NAME OF TRAVELER:** State full name of traveler.

**TITLE:** It is important that you use the traveler's full title **(DO NOT USE ACRONYMS)**.

**DATES OF TRAVEL:** Start with the traveler's departure and end date of the entire trip. **Also state if you will be on personal time during the trip, dates and cities.**

**PURPOSE OF TRAVEL (AGAIN, IT IS IMPORTANT THAT YOU DO NOT USE ACRONYMS).** A brief description for purpose of travel, and what

kind of meeting being attended is needed. This includes titles of all papers and presentations. Please notify us on the form if the traveler is part of a U.S. delegation. This may be prepared by our office with proper coordination or be prepared by another agency.

**AIRLINE ITINERARY: MUST BE VERY DETAILED.** We will need arrival and departure dates & times of **EACH FLIGHT**, name of airline, and flight number.

This is important especially if you are traveling to more than one country at a time. This is also required for any other method of travel such as rail, car, etc. please also include this as part of your itinerary.

**HOTEL:** Please make sure we have specific information for Hotel (name, address, telephone/fax numbers).

**POINT OF CONTACT (IN COUNTRY):** name, title, organization, address, telephone/fax numbers and email addresses). If some information is unknown, write that in with a note that it will be provided later. It can be provided via e-mail. We cannot process the clearance without this information.

**\*\*NOTIFY IIA IMMEDIATELY of any scheduling or flight changes (although the travel order allows for estimated dates, cables require exact information). This should be done prior to the IIA office emailing you a copy of the clearance cable. If the IIA office does not receive changes or cancellations at least 5 business days before departure of travel, it is the responsibility of the traveler and their office to contact the U.S. State Department and U.S. Embassy regarding the change or cancellation.\*\***

3. Please provide Preparer and Traveler name and email address. This is to ensure we have the correct information to issue the country clearance prior to travel date.

**Note: When e-mailing the form or for inquiries, please send to [nesdis.clearances@noaa.gov](mailto:nesdis.clearances@noaa.gov). Please remember that the County Clearance Form is a requirement of the U.S. Department of Commerce, NOAA Travel, the U.S. State Department and the U.S. Embassies. By not having the proper clearance, travelers have been turned away by foreign countries that were not notified in the specific time allowed.**

# DOCUMENTS/PAPERWORK

## DOCUMENTS

### Documents Needed In Folder:

#### **Every trip:**

- a. Travel Manager authorization
- b. Country Clearance Information Form
- c. Justification of need for the trip. The justification memo must explain the role/function of traveler during the travel. Also must include list of other NESDIS travelers. Also, if the traveler's package is prepared "at the last minute", it must explain why.

#### **Miscellaneous/Possible forms: (not necessarily included in the package each time)**

- a. CD-210 and attachment (gift form where a non-Governmental entity is paying for/reimbursing for the trip)
- b. CD-342 (gift form where a foreign country's Government is paying for/reimbursing for the trip)
- c. VISA form with or without photos.
- d. Foreign Travel Security Briefing Form (once a year per traveller). This is not to be done with each trip. It is only needed once per year and subsequent forms will not receive credit. Found at [www.rdc.noaa.gov/~finance/travel.htm](http://www.rdc.noaa.gov/~finance/travel.htm). Click on Travel Regulations, then NOAA Regulations, then 306-7.
- e. Foreign Flag Form (if necessary, to allow traveller to travel on non-U.S. carriers)
- f. Passport Form. These forms can be accessed via the U.S. State Department website: [http://www.travel.state.gov/passport/forms/forms\\_847.html](http://www.travel.state.gov/passport/forms/forms_847.html) . The DS-11 form is for first time applicants and the DS-82 form is for travelers who already have passports, but need to apply for or renew an official passport using their personal passport.
- g. CD-334 Request for Approval of Extra Fare Air Accommodation (used to elect a seat upgrade in lieu of a rest stop)
- h. Taiwan Coordination Sheet
- i. Letter of invitation from Russian Government or Chinese Government

# PASSPORTS

## Passport Forms:

**DS-11** is for new passports. (also called FIRST TIMERS) The word FIRSTTIMER does not necessarily mean that this is the first time. This means one of three things:

1. The traveler has never had any type of passport, whether it be official (brown color), personal (blue color), diplomatic (black color), or military (green color); or
2. The traveler has an expired **personal** passport that has been expired more than fifteen years, or the traveler has an expired **official** passport that has been expired more than seven years; or,
3. The traveller's passport was lost or stolen (since they do not have any type of passport to substitute for identification).

**DS-82** is for renewals: This means one of three things:

1. The traveler's official passport is about to expire and they are using it as identification for their new official passport, or;
2. They have a current personal passport and are using it as identification to apply for their official passport, or;
3. They have an expired **personal** passport that has been expired within the last fifteen years or have an expired **official** passport that has been expired less than seven years and they are using one of them as identification for their application.

## Note:

When applying for an official passport, with less than four weeks lead time, a letter of expedition is required. It will be issued by the NESDIS POC Travel Liaison and will be addressed to Battie Stewart, Chief of the Official Passport Section. It is required to have a memo from the traveler's supervisor, explaining why there is such short notice.

## Applying for a Passport with no actual trip planned (called a DUMMY):

Where are passport applications? The best option is through the Internet The website address is: [http://www.travel.state.gov/passport/forms/forms\\_847.html](http://www.travel.state.gov/passport/forms/forms_847.html) . The passport must be filled out on line, then printed on two separate pages. Please make sure the traveler signs and dates the application and sends over 2 passport size photos.

It is easier if the traveler applies for the official passport before he/she is supposed to go

on a trip. This part of the process takes the longest. The suggestion for renewal, if they already have an official passport, is 6 months prior to expiration. This is also because countries require a current passport with at least 6 months validity before expiration.

What is the first step for a FIRSTTIMER?

Make sure the traveler has an original birth certificate. If there is not an original, a notarized certified copy, from their birth place, is acceptable.

Then fill out a DUMMY travel order. What is a DUMMY travel order? It is a “made-up” travel order. It looks like a real one, but it has fictitious dates, purpose, and countries to be visited.. In the Remarks area, type “**DUMMY**” and “**FIRSTTIMER**”. **The “dummy order” does have to have the Date of Birth and Job Grade on it. No signatures are required. It can be sent directly to the NOAA Travel Office in Germantown (20020 Century Blvd., Germantown, MD 20874, OFA 22/Room 1402).**

2. What next?

Look at the passport form. In the space “Mail Passport to” type NOAA Travel Office, 20020 Century Blvd., Germantown, MD 20874, Room 1402.

#### **THE FIRSTTIMER PASSPORT**

**APPLICATION IS TO BE SIGNED by a designated PASSPORT AGENT.** (The NESDIS Travel Liaison is a designated Passport Agent).

The traveler is to obtain two 2" x 2" pictures. Where can that be done? For employees in the Washington DC Metropolitan area, they can go to the NOAA Security Office, in Silver Spring this is located in SSMC1/ lobby level. This requires the NOAA Form 65-8, check passport photos and have the traveler’s supervisor sign the form. If you need to go to a commercial facility and pay for the passport photos, reimbursement of this expense can be claimed on the travel authorization.

The **unsigned** passport form, birth certificate, and the pictures, as well as a form of identification must be taken to the passport agent. The passport agent documents the traveler’s identification (e.g. driver’s license) which is written on the travelers application, then the traveler signs the application. The NESDIS Travel Liaison then sends all required documents and photos to the NOAA Tavel office in Germantown for processing.

What is the first step for a renewal?

Make sure the traveler has their passport to be used as identification. Using a personal passport, it is to be expired no longer than 15years. Using an old official passport, it is to be expired no longer than 7 years. Do a DUMMY travel order. In the Remarks area, type “**DUMMY**”. In the same section, **type the Date of Birth and Job Grade. No signatures are required and it does not have to go to NESDIS Travel Liaison.** Sign the passport form.

What next?

Take the passport, the signed DUMMY travel order, two 2"x2" pictures and send them to the NESDIS Foreign Travel Contact at the NOAA Travel Office. For

remote offices, send it by Federal Express.

What the NESDIS Foreign Travel Contact will do once the passport is received from the State Department Office, it will be sent to the traveler to sign it. All passports must be signed. Then the traveler has the option of sending it back to keep in the Travel Office's combination safe or to keep it in their office in their combination safe.

## LEAD TIMES FOR PACKAGES

**Lead Times (this includes the time it takes to get the package through the HQ process as well):**

a. \*Six weeks for:

1. Countries in which a passport is required (and the traveler has a current official one), but not a VISA.

b. \*Six to eight weeks minimum for: (the closer to eight the better)

1. Countries that require a VISA where the turn-around time for the VISA is within a couple of days, or;

2. People renewing their passport, or;

3. For travellers going to China, Indonesia, South Africa, Russia, Uzbekistan, or Kazakhstan. The VISAs for these countries take **at least** 10 working days, or;

c. Eight weeks minimum for:

1. FIRSTTIMER applicants of passports, or;

2. Travellers going to Cuba and Nigeria.

## TIPS

### Small Tips:

The Defense Travel Brief must be completed annually by each government traveler.

This is the link:

**[http://www.osc.doc.gov/osy/PPT/Travel%20Brief/Defensive%20Travel%20Brief\\_files/frame.htm](http://www.osc.doc.gov/osy/PPT/Travel%20Brief/Defensive%20Travel%20Brief_files/frame.htm)**

A **Point of Contact** (POC) name and number, for the authorization, **must** in the Remarks

Section. Why? Then the NESDIS Foreign Travel Contact knows where to send any passports, if applicable. If you maintain your own passports (and no VISA is needed) put the information on the cover of the travel package so the NESDIS Travel Liaison knows where the traveler's passport is located.

The traveller's **date of birth and job grade** must be in the Remarks area of the authorization.

Eventhough you typed it in there for the passport application, you need to type it on each travel authorization.

Once NESDIS obtains its **budget** for the subject fiscal year, funding availability statements are no longer needed on the travel authorization. Example: **Subject to the Availability of FY?? Funding.**

**Annual leave** is to be noted in Block 14 with the statement "annual leave is authorized (dates) at the traveller's own expense at no cost to the Government". If the traveler is going on annual leave prior to the trip, indicate it with a note or on the routing slip. If there is no indication, it will be processed as a regular authorization and it will not be a RUSH.

Eventhough **non-refundable tickets** are discouraged, if the package is a RUSH because of that, it needs to be noted. Otherwise it will be processed normally.

**Authorized rest stops** are to be noted in the itinerary, so there is no question if audited that the employee is authorized per diem in this rest stop location. If the flying time going to and coming back are longer than 14 hours each, the traveler may request a rest stop in lieu of taking a business class seat. If travel is longer than 14 hours business class is allowed by completing the form CD-334, "Extra Fare Air Accommodation". This form requires the signature of the NESDIS AA. If the traveler is using their frequent flyer miles, this form is not necessary (because they essentially are paying for the upgrade).

Please make sure that if **actual expenses** are being authorized, it is stated in Block 14 with the reason for the claim and the formula. For example: "Actual expenses authorized due to excess lodgings.  $\$84 \times 300\% + \$38 = \$290$ . Actual hotel is \$102." The formula is the lodging multiplied by 300%, plus M&IE equals the total. ???????????????

Because of the "**Fly America Act**", travellers are required to fly using an American carrier. When this is not possible please utilize the "Fly America Act Justification Statement" Form.

If there is a **gift** from another entity or foreign government, please indicate on Block 14 that NOAA will reimburse all authorized expenses not covered by (name of organization or foreign government). The reason for this is not all entities reimburse all expenses. The CD-210, Record of Gift or Bequest and the CD-342, Record of Gifts and Decorations from Foreign Governments must be completed.

**Foreign Travel Checklist Form (306-7.1)** must accompany each foreign travel package,



This ensures all necessary forms are included in the travel package.

## OTHER TRAVELLERS/ SPECIAL CONSIDERATIONS

### **Contractors/Private People/Other Governmental Employees:**

Contractors are not to be on NOAA Travel Orders. For clarification of this, refer to Travel Transmittal 97-2. Private people (not contractor) and employees from other government agencies are considered invitational travelers. In that case, there must also be a statement in the Remarks area of the authorization, instead of DOB and grade. For **private people**, type:

“Although not a NOAA or other Governmental employee, we feel this person is of sufficient character to carry out the duties for the purpose of this trip.” Also, under Traveler Information, where it says “title”, type **Invitational**. For other **Governmental employees and military** (even though they are invitational), you don’t need to type any special statement in the Remarks area.

### **Special Considerations:**

#### **For Taiwan:**

#### **MUST TRAVEL ON PERSONAL PASSPORT. TAIWAN**

CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet attached).

Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. Upon completion of the foreign travel package, the NTO will send the traveler a copy of the Taiwan clearance form. Traveler is expected to obtain a Taiwanese visa in their personal passport by submitting a copy of the approved Taiwan clearance form with personal passport and visa paperwork to the Taiwan embassy.

#### **For China and Russia:**

There must be a letter of invite. For China, that is required in addition to the VISA form. For Russia, you need a letter of invite which also has a reference number that is required by the consulate along with the visa application. Plan ahead because these VISAs take an extended time.

#### **Blanket Travel Authorizations:**

**Definition:** A blanket travel authorization is prepared only for **routine, over-the-border, operational purposes only**. This is where a traveler goes every year for the same operational purpose. Example: Fixing equipment, disaster survey, etc. No meetings or training can be on blanket authorizations.

1. A blanket travel authorization is prepared like a regular one. The only two things that are different are the dates and the estimated cost. The dates span the entire fiscal year or a period of time within the fiscal year. There is no estimated cost on the initial blanket authorization. All destinations must be included.

2. The Country Clearance Cable Form is done the same way, and the differences are with the dates and places.

3. That initial package is seen by everyone in the chain-of-command.

4. When the traveler is getting ready to go on a trip, they fill out a trip authorization which their supervisor can sign. For Travel Manager users, this is the same. Each travel authorization (using the trip authorization number) may be signed by their supervisor. This is where they estimate the cost.

5. If a country requires a VISA stamp (with the exception of China, Russia, and Cuba and South Africa), give more notice. The passport, VISA form (with pictures, if necessary) and a copy of the trip authorization must be sent to the Travel Office. Some countries allow multiple entries and VISAs which are good for several years. If unsure of these requirements, check the NOAA Travel Handbook.

## FAQ'S

### FAQs:

- Why do I sign the renewal passport form?  
Because you are not a FIRSTTIMER.
- Why don't I include my birth certificate with the renewal form?  
. Because you did the first time around with your first passport. Sending the passport is "in lieu of" sending the birth certificate.
- For the renewal, why do I mail everything to the NESDIS Foreign Travel Contact without waiting for the Letter of Authorization?  
. Because you are not a FIRSTTIMER and she will prepare the letter when she prepares your paperwork. She will send everything to the State Department.
- What happens to my birth certificate and other passports?  
. If you sent a current/expired personal passport, expired official passport, or

birth certificate, those will be returned to you.

. If you provided an current official passport, it will be cancelled. You will have the option of keeping it or having it destroyed. But you need to provide correspondence to that effect. This also pertains to your passport when you retire.

- What do I do if my passport was lost or stolen?

. First get a police report. Then fill out a DS-64. Send that along with the DS-11 to the NESDIS Foreign Travel Contact at the NOAA Travel Office. Just remember, when you go to apply for another passport, you will be a FIRSTTIMER.

- My passport is not due to expire for a while and I need new pages. What do I do?

. Fill out a DS-4085 and send it and your current official passport to the NESDIS Foreign Travel Contact at the NOAA Travel Office.

- I am going on a real trip. I need a passport. Why do I have to do a DUMMY travel order?

. You don't, but you have not planned properly. Your passport application, whether FIRSTIMER or Renewal should be done upon entry onto the job or change of jobs or duties. But if you are going on a real trip, do a draft of that travel order and mark at the top REAL TRIP. That way, the Travel Office knows. Then later, finish the travel package. The hard part is already out of the way.

- Why can't I find a trip authorization on Travel Manager?

. There is no such form on Travel Manager. You simply do another travel authorization (order). The way you identify it as a trip authorization is by the number, since it is next in the sequence of numbers.

- Where can I get a VISA form?

Once you have established that the destination country requires a VISA form, click on [www.traveldocs.com](http://www.traveldocs.com) . Click on the destination continent, then the destination country. There is a choice for VISA requirements. This website usually specifies the requirements for official passport holders. You may also check the NOAA Foreign Travel Website: <http://www.corporateservices.noaa.gov/~finance/FT.html> Also, some embassies require a VISA even though the traveler does not fill out a form.

- I looked under VISA requirements and sometimes it says simply "VISA required". How many forms, how many pictures?

. This is still a VISA for a passport. The traveler does not fill out any form and no pictures are required. The NOAA Travel Office does everything. They still need the traveler's passport, though.

- I looked at the State Department site and asked the VISA requirements of the NOAA Travel Office. Both are different. Why can't I just follow what the State Department says?

. We follow the guidance from the NOAA Travel Office. This is because what the State Department says might not be Governmentally official requirements.

# REQUEST FOR TRAVEL CLEARANCE TO TAIWAN

TO: Taiwan Coordination Staff  
EAP/RSP/TC, Room 4312, Department of State  
Washington, D.C. 20520 (FAX NO. 202-647-0076)  
(TEL NO. 202-647-7711)

FROM: USDOC/NOAA TRAVEL OFFICE  
20020 CENTURY BLVD./SUITE 1 B  
GERMANTOWN, MD 20874  
(PHONE: 301-413-3060) (FAX:301-413-3066)

TRAVELER'S NAME:

TITLE: TELEPHONE NUMBER:

CURRENT SECURITY CLEARANCE: GRADE:

NAME, TITLE AND PHONE NUMBER OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF OFFICE FUNDING TAIWAN PORTION OF

TRAVEL:

(ANSWER ONLY IF FUNDED BY TAIWAN):

IS THIS TRAVEL FUNDED UNDER AN AIT-TECRO AGREEMENT?\_\_\_\_\_  
IF NOT UNDER AN AIT-TECRO AGREEMENT, HAS THIS TRAVEL BEEN  
APPROVED BY THE OFFICIAL DESIGNATED BY YOUR AGENCY TO  
REVIEW

TRAVEL FUNDING BY A FOREIGN SOURCE UNDER 41 CRF 301-1.3,  
1.4,  
1.5, 1.6, AND 1.9?\_\_\_\_\_

DATES OF INTENDED TAIWAN VISIT:

OTHER COUNTRIES TO BE VISITED:

ANTICIPATED CONTACT WITH TAIWAN AUTHORITIES:

PURPOSE AND U.S. GOVERNMENT INTEREST SERVED BY THIS TRAVEL:  
\*\*\*\*\*  
\*\*\*\*

\*\*FOR STATE DEPARTMENT USE ONLY:

\_\_\_\_\_ NO OBJECTION TO THIS TRAVEL. PLEASE CONVEY  
THE INFORMATION BELOW TO THE TRAVELER.

\_\_\_\_\_ DENIED. TRAVEL FALLS OUTSIDE EXECUTIVE  
BRANCH GUIDELINES.

AUTHORIZED BY EAP/RSP/TC: \_\_\_\_\_ DATE: \_\_\_\_\_

IMPORTANT NOTE: THE AMERICAN INSTITUTE IN TAIWAN (AIT) IS A NONPROFIT CORPORATION ESTABLISHED UNDER THE TAIWAN RELATIONS ACT TO MANAGE COMMERCIAL, CULTURAL, AND OTHER RELATIONS THE PEOPLES OF TAIWAN AND THE UNITED STATES. USG EMPLOYEES/CONTRACTORS TRAVELING TO TAIWAN FOR WORK-RELATED PURPOSES ARE CONSIDERED TO BE, AND SHOULD CONDUCT THEMSELVES AS, CONSULTANTS TO AIT. USG EMPLOYEES MUST TRAVEL TO TAIWAN ON TOURIST PASSPORTS. FOR ASSISTANCE IN OBTAINING A VISA FOR TAIWAN, CALL THE AIT WASHINGTON OFFICE AT 703-525-8474.

**SERATC: 6377 (REVISED 10/16/96)**

Revised: 3/13/98

# CAMS PAYMENT PROFILE FORM

**THE INFORMATION RECORDED ON THIS FORM WILL BE CONSIDERED  
PRIVACY INFORMATION FOR FINANCE USE ONLY.**

Reason for completing form:

☐ New Registration

☐ Change to Existing Information

What type of Payee are you (select one):

☐ NOAA/BXA Employee (Special Payment Instructions)

☐ Invitational Traveler

☐ NOAA Corps Employee

☐ Individual Contractor

☐ Federal Employee (Other than NOAA/BXA/NOAA Corps)

☐ Foreign Trainee

Specify Agency: \_\_\_\_\_

Name and Home Mailing Address:

Name \_\_\_\_\_

Address line 1 \_\_\_\_\_

Address line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Internet E-Mail Address (If Applicable) \_\_\_\_\_

What is your Taxpayer Identification Number (TIN)? We are **required by law to obtain a Taxpayer Identification Number**

when making a reportable payment to you. If you fail or refuse to provide us with this information, your payments may result in a 31% federal income tax withholding.

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

The Debt Collection Improvement Act of 1996, effective July 26, 1996, **mandates** the use of Electronic Funds Transfer (EFT)

for all Federal payments to recipients who become eligible to receive such payments. Federal agencies must grant waivers for this mandate to recipients who **certify in writing** that they do not have an account with a financial institution. Please select one of the following payment methods:

☐ EFT (Automated Clearing House Payments (ACH)) ☐ Check (**must submit wavier in writing**)

Please provide the following financial information for EFT payments.

(The ACH Coordinator at your financial institution can supply you with this information)

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Nine Digit Routing/Transit Number (ABA#) \_\_\_\_\_

Type of Account: (select one)

☐ Checking Account Number \_\_\_\_\_

☐ Savings Account Number \_\_\_\_\_

☐ Lockbox Account Number \_\_\_\_\_

Certification - Under penalties of perjury, I certify that the information which I have provided on this form is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_